

**Minutes of the Planning Commission Regular Meeting of Tuesday, August 21, 2018  
Council Chambers, One Twin Pines Lane, Belmont, CA**

**ROLL CALL 7:00 P.M.**

Planning Commission members Present: Hendrix, Kramer, McCune, Meola, Pyrz

Planning Commission members Absent: Goldfarb, Majeski

Staff Present: Community Development Director de Melo, Senior Planner Gill, Associate Planner Dietz, Planning Technician Shek, and Administrative Assistant Lynn

**PLEDGE OF ALLEGIANCE**

Led by Commission Chair McCune.

**COMMUNITY FORUM**

There were no speakers from the public.

**COMMISSIONER ANNOUNCEMENTS / AGENDA AMENDMENTS**

None

**CONSENT CALENDAR**

**A. Minutes of July 17, 2018**

**ACTION:** Meeting Minutes approved 5 Ayes, 0 Noes, 2 Absent.

**STUDY SESSION**

None

**PUBLIC HEARINGS**

**7. A. 550 Island Parkway-Belmont Sports Complex**

Commissioners stated that no ex-parte communications were made.

Senior Planner Gill provided an overview of the proposed Conditional Use Permit (CUP) and Design Review for modifications to existing AT&T wireless telecommunications facility located at the Belmont Sports Complex. The project consists of additional wireless equipment on existing light poles and within the existing equipment shelter. No new antenna's will be added. The Radio Frequency Analysis Report and Peer Review were provided with the staff report. This project is compliant with Section 25 in the Zoning Ordinance. Staff recommended project approval.

Chair McCune invited the applicant to speak. No comment was made.

**COMMISSION COMMENTS**

In response to Commissioner Hendrix, Staff stated that based on the Federal Guidelines, if a facility is modified and it's a minor change, it may be subject to a streamlined process. However, the city can elect not to go through the process if the City owns the property. The applicant did not specify this project as a 6409 request.

In regard to the landscaping plans, it was recommended by the Parks and Recreation Department to replace previous dying shrubs around their shelters that were planted during an earlier application.

In response to Commissioner Pyrz, Staff stated that no new poles were being installed, and only new components were being installed on existing poles. To include screening would create more massing and detract from the ridgeline. The ground level equipment box is currently screened.

Chair McCune opened the Public Hearing. No speakers came forward.  
Chair McCune closed the Public Hearing.

Commissioners all concurred in approval and made the findings.

**ACTION:** On a motion by Commissioner Pyrz, seconded by Commissioner Meola to approve a Conditional Use Permit and Design Review to modify an existing AT&T wireless telecommunication facility located at 550 Island Parkway-Belmont Sports Complex (Application No. PA2018-0064)

Motion passed 5-0 (5 Ayes, 0 No, 2 Absent)

Chair McCune stated this item is appealable within 10-calendar days.

#### **7. B. 400 El Camino Real – Design Review (Master Sign Program)**

Commissioner Hendrix Recused. All other Commissioners stated that no ex-parte communications were made.

Planning Technician Shek summarized the staff report to consider a commercial tenant Master Sign Program for the mixed-use (residential/commercial) development. When the project was originally approved in 2016, the preliminary signage detail/plan was part of the approval of the project; this item before the Commission formalizes the signage plan approval through the Master Sign Program. Staff recommended approval.

Chair McCune invited the applicant to speak. No comments were made.

In response to Commissioner Meola, staff stated that the signage indicated in the presentation does represent actual tenant names, but rather serves as a template font/detail to show what the signage will look like.

Chair McCune opened the Public Hearing. No speakers came forward.  
Chair McCune closed the Public Hearing.

#### **COMMISSION COMMENTS**

Commissioners all concurred in approval and made the findings.

**ACTION:** On a motion by Commissioner Hendrix, seconded by Commissioner Pyrz to approve a Design Review at 400 El Camino Real (Application No. PA2018-0070)

Motion passes 4-0 (4 Ayes, 0 No, 2 Absent, 1 Recused)

Chair McCune stated this item is appealable within 10-calendar days.

#### **7. C. 1241 Hiller Street-Single Family Design Review**

Commissioner Pyrz Recused. All other Commissioners stated that no ex-parte communications were made.

Planning Technician Shek provided background of this item that was previously brought to the Commission on May 1, 2018 to consider a Single-Family Design Review to construct a first and second floor addition totaling 963 square feet for an existing 1,411 square foot single-family residence. There is an Accessory Dwelling Unit (ADU) indicated on the site plan; however, the ADU request will be addressed following completion of the single-family design review process. The project is in compliance with Residential Design Guidelines and Residential Design Criteria. There are no public views are impacted. The proposed site is well landscaped and existing landscaping will be maintained. Staff recommended approval.

Chair McCune invited the applicant to speak. No comments were made.

In response to Commissioner Meola, staff stated there is an outreach strategy in the applicant packet for the applicant to define how they will conduct neighborhood outreach. The owner informed staff that they reached out to their neighbors by mail and sent out plans to neighbors within a certain distance. No response was received from the neighbors in the vicinity that were informed of the proposed project.

Tailong Ke, project applicant confirmed that the owner did indeed send out notifications to the neighbors, and no responses from neighbors came back.

Commissioner Hendrix asked for clarification on the threshold for a two-car garage. Staff stated the threshold under the current ordinance is that if the house has six or more bedrooms a two-car garage would be required.

Chair McCune opened the Public Hearing. No speakers came forward.  
Chair McCune closed the Public Hearing.

### **COMMISSION COMMENTS**

Commissioner Hendrix stated the side setbacks are non-conforming on both sides, and from the street the project appears large. Commissioner Meola stated she believed the project was consistent with the neighborhood, as the homes on the subject neighboring lots are close together. Additionally, staff commented that the proposed second story addition is recessed 7-feet from the property line to create more daylight.

Commissioner McCune stated the roof forms are different in certain sections; gabled over the entry, and a hipped roof that creates a “cricket” look to the design. He stated from a waterproofing and drainage point of view, it would not age very well. However, he indicated that he could make the findings.

Commissioners all concurred in approval and made the findings

**ACTION:** On a motion by Commissioner Kramer, seconded by Commissioner Hendrix to approve a Single-Family Design Review to construct a first and second floor addition totaling 963 square feet for an existing 1,411 square foot single-family residence. (Application No. PA2018-0050)

Approved 4-0 (4 Ayes, 0 No, 2 Absent, 1 Recused)

Chair McCune stated this item is appealable within 10-calendar days.

### **7. D. 0 Monserat Avenue -Single Family Design Review**

Commissioners stated some site visits were conducted, but no ex-parte communications were made.

Associate Planner Dietz provided a brief background and summarized the Single-Family Design Review and Tree Removal Permit to construct a new single-family residence totaling 2,106 square feet. This item was continued item from the May 1, 2018 Planning Commission meeting, where the Commission was generally supportive of the home itself but could not support the proposed landscaping given how the trees were removed without a permit or staff awareness.

The site plan had been modified for landscaping, and a retroactive arborist report was prepared to determine the types of the 14 trees that were removed without benefit of a permit.

The applicant proposed eleven (11) 24" box size trees, as the property cannot support more oak trees given consideration to the proposed site development. A condition of approval would require that the property owner pay the in-lieu fee for the remaining three mitigation planting trees. The applicant also proposed nine preferred species of trees and significant shrubbery and low-water ground cover.

In regard to traffic, staff recommended a Condition of Approval to require a Construction Management Plan to be approved prior to the start of construction to address concerns of traffic from construction vehicles.

Staff indicated they could make the single-family design review findings in the affirmative. Staff also included two additional conditions for approval (irrigation plan and tree protection from deer) and recommends project approval subject to the revised Conditions of Approval.

Chair McCune invited the applicant to speak.

Steve Lesley, applicant, stated they will do their best to make this project come to fruition and have a good landscape design.

Arthur Muradyan, property owner, apologized for removing trees without a permit, and indicated he was trying to make it right by proposing significant tree/landscaping plantings for the project.

Commissioner Meola stated the tree issue was taken seriously, addressed appropriately, and appreciated the recognition from staff and all involved on the importance of the issue.

In response to Commissioner Pyrz, staff stated that all new homes in Belmont are subject to the Park Impact Fee.

In response to Commissioner Kramer, staff stated the applicant will retain the architect and when the project is complete, the architect will provide as-is boxed out drawings to verify the home was not built in excess of 2,106 square feet.

Chair McCune opened the Public Hearing. No speakers came forward.  
Chair McCune closed the Public Hearing.

### **COMMISSION COMMENTS**

Commissioners all concurred that they were pleased with the outcome and made the findings for approval.

**ACTION:** On a motion by Commissioner Meola, seconded by Commissioner Hendrix to approve a Single-Family Design Review and Tree Removal Permit to construct a new single-family residence totaling 2,106 square feet with the revised conditions that were presented.  
(Application No. PA2017-0066)

Approved 5-0 (5 Ayes, 0 No, 2 Absent)

Chair McCune stated this item is appealable within 10-calendar days.

#### **7. E. 400 El Camino Real VTM & CUP**

Commissioner Kramer Recused; all other Commissioners stated no ex-parte communications were made.

Community Development Director de Melo provided an overview of a Vesting Tentative Map (VTM) Amendment and Conditional Use Permit (CUP) for the approved mixed-use 73-unit (Residential/Commercial) development under construction for the subject property. The request entails conversion of the current leasing office to an additional residential unit; the amendment would result in a total of 74 residential units for the property.

This project was rezoned from the previous Planned Development (PD) designation to the Corridor Mixed-Use (CMU) designation as part of the 2035 General Plan, Belmont Village Specific Plan, and Climate Action Plan adoption. This project needed to be evaluated under the context of the CMU zoning; the project meets all standards and is fully compliant. Staff recommended Commission approval of the VTM recommendation. Should Commission approve this item, it will go to City Council for consideration of approval.

In regard to the CUP, this request will allow ground-floor residential uses. Staff made the findings and stated it was not an inconsistent use for this site. There are currently residential units that are approved with the project on the ground floor of the building, including the four live/work units. Staff recommended approval of the CUP. The Commission action on the CUP would approve the sales/leasing office conversion to the residential unit.

Chair McCune invited the applicant to speak. The applicant had no comments.

Chair McCune opened the Public Hearing. No speakers came forward.  
Chair McCune closed the Public Hearing.

#### **COMMISSION COMMENTS**

Commissioners all concurred in approval and made the findings.

**ACTION:** On a motion by Commissioner Meola, seconded by Commissioner Hendrix for the Resolution to recommend Council approval of the Vesting Tentative Map (VTM) Amendment and Conditional Use Permit (CUP) for the approved mixed-use 73-unit (Residential/Commercial) development under construction for the subject property. The request entails conversion of the current leasing office to an additional residential unit; the amendment would result in a total of 74 residential units for the property. (Application No. PA2014-0045)

Approved 4-0 (4 Ayes, 0 No, 2 Absent, 1 Recused)

Chair McCune stated this item is appealable within 10-calendar days.

### **OTHER BUSINESS / UPDATES**

Community Development is now on social media. A new Facebook and Twitter page has been created.

Facebook: <https://www.facebook.com/BelmontCAComDev/>

Twitter: <https://twitter.com/BelmontComDev>

Staff announced that Belmont won a California State APA (American Planning Association) Award for the 2035 General Plan, Belmont Village Specific Plan, and Climate Action Plan. The award will be presented to staff in San Diego this October.

**ADJOURNMENT at this time being 8:07 PM** to a regular meeting of the Planning Commission to be held on September 18, 2018.

Diane Lynn  
Administrative Assistant

Meeting televised and web streamed